



**Tony Evers, Governor**  
**Dan Hereth, Secretary**

October 24, 2022

Paul Cieslewicz, Chair  
Town of Buena Vista, Portage County  
6304 County Road K  
Amherst, WI 54406  
[paul@sandcountyequipment.com](mailto:paul@sandcountyequipment.com)

**VIA EMAIL**

Re: Town of Buena Vista, Portage County, Jurisdiction Request for Uniform Dwelling Code (UDC) and Camping Units Permitting and Inspecting

Dear Paul Cieslewicz,

I am pleased to inform you that your municipality has met all the requirements under the provisions of Wisconsin Administrative Code §§ SPS 320.06(1) and SPS 327.06(1) to exercise jurisdiction over construction and inspection of new one- and two-family dwellings and camping units.

Pursuant to Wis. Stat. §§ 101.65(1) (a) and (2m), § 101.651(2m), and §101.63(1), the Department delegates your municipality the primary responsibility to perform permitting and inspecting for all installations under Wis. Admin. Code §§ SPS 320.08(1) and SPS 327.09(1) to be constructed within the limits of your municipality.

In accordance with Wis. Admin. Code SPS 320.06(4), any dwelling for which a permit is issued prior to your municipality receiving delegation authority shall have all required inspections completed by the agency that issued the permit.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a certified copy of all adopted ordinances and subsequent amendments within 30 days of adoption by the municipality, and
- Maintain an approved method of enforcement as identified in Wis. Admin. Code § 320.06(1)(b).
- File a copy of each Uniform Dwelling Code permit to the Department, in accordance with Wis. Stat. § 101.65(4).

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 320.06(1)(c)3 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that Ben Grimm will be the method of enforcement and has the proper certification to do so.

Our UDC consultant for your area, Jack Wotruba, at (920) 360-0020, is available to assist in any questions or concerns your municipality may have with implementing UDC or camping unit permitting and inspecting services.

The Division of Industry Services looks forward to working with you.

Sincerely,

Garry D. Krause, Bureau Director, Technical Services Bureau

cc: Germaine Stuczynski, Town of Buena Vista  
CSC Assessment Services  
Ben Grimm, Building Inspector